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Or dial in: +1 (929) 205-6099

Meeting ID: 828 6645 9161

Passcode: 666824

**TOWN OF GRANBY BOARD OF FINANCE
Regular Meeting
Monday, July 28, 2025
7:30 p.m.
Town Hall Meeting Room**

AGENDA

1. Minutes

1.I. Approval Of Regular Meeting Minutes - May 27, 2025

Documents:

[BOF MINUTES 5-27-2025.PDF](#)

2. Statement Of Accounts

2.I. Board Of Education - June 2025

Documents:

[BOE BUDGET EXPENSE REPORT - JUNE 2025 \(AS OF 7-22-25\).PDF](#)

3. Consideration Of Budget Amendment For Interfund Loans

Documents:

[2025-0728BOF 0804BOS 2.MEMO BA GF INTERFUND LOANS ENC_.PDF](#)

4. Consideration Of Budget Amendment For Granby Together Community Fund Grant

Documents:

[2025-0728BOF 0804BOS 3.MEMO BA GF GTCF GRANT FOR SMOKE ALARM
ENC_.PDF](#)

5. Fiscal Year 2024-25 Transfer Of Accounts Revised

Documents:

[2025-0728BOF 0804BOS 4.MEMO FY25 TRANSFER OF ACCOUNTS
REVISED.PDF](#)

6. Preliminary General Fund Estimate For FY 2024-25

Documents:

[2025-0728BOF 5.MEMO PRELIMINARY GF ESTIMATE FOR FY25.PDF](#)

7. Confirm Date Of Next Meeting

8. Adjournment

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
MAY 27, 2025**

PRESENT: Michael Guarco, Chairman; Kevin Hobson, Vice Chairman; William Kennedy, Benjamin Perron and James Tsaptsinos

ABSENT: Jenny Emery

ALSO PRESENT: Cheri Burke, Superintendent of Schools; Kimi Cheng, Director of Finance; Nickie Stevenson, Board of Education Director of Finance and Operations and Mike Walsh, Town Manager

CALL TO ORDER:

The meeting was called to order by Chairman Michael Guarco at 7:30 p.m.

1. APPROVAL OF MINUTES FROM APRIL 28, 2025, MEETING

ON A MOTION by W. Kennedy, seconded by J. Tsaptsinos, the Board voted (4-0-0) to approve the meeting minutes of April 28, 2025. B. Perron abstained.

2. STATEMENT OF ACCOUNTS

Nickie Stevenson, BOE Director of Finance and Operations presented the April 2025 budget expense report.

- The overall budget remains aligned with projected annual expenditures. As year-end progresses, fund transfers will be made to support key purchases and initiatives, including covering negative account balances. Unspent funds may be returned to the Town for future educational use or deposited into the BOE Non-Lapsing Education Fund.
- Special Education expenses are trending well below budget due to an open certified personnel position, a reduction in outplacement tuition, and significant savings in transportation due to renegotiated daily contract rate, as well as the reduction in transportation for outplacements.
- The Quality and Diversity Fund remains consistent and is expected to end the year with a balance of approximately \$200,000.
- Revenue to the Town for FY25 is expected to be \$2,327,563 which is \$165,588 less than originally budgeted. The expected special education excess cost grant was short by \$587,815. However, tuition reimbursements as a whole increased by \$422,227, offsetting the decreased grant revenue.
- The Board of Education requested board approval to transfer available program balances to cover negative balances for custodial and maintenance supplies as well as for the purchase of the K-3 reading program and French textbooks.
- The Board of Education expects to have a large surplus at the end of the fiscal year and is recommending using a large part of the funds (not to exceed \$650,000) for BOE small capital projects including the replacement of the BOE Central Office roof, replacement of the GMHS main gym bleachers and Safety and Security initiatives.

Kimi Cheng, Director of Finance, reported on the highlights of the April 2025 Statement of Accounts.

- As of 4/30/25, the total tax collection was consistent with prior years at 102% (vs. 102% last year).
- Interest earned in the month of April from the STIF account was approximately \$74,500. As of 5/20/25, the daily rate was 4.38% and the 7-day yield was 4.38%.
- The Town received the final payment of \$2,607,738 from the State for the Education Cost Sharing grant which was \$31,418 under budget.
- The final payment from the State for the Excess Cost grant in June will be \$72,265 for a total grant of \$579,471 for FY25 which is \$587,815 under budget.
- As of 4/30/25, the total General Fund expenditure was consistent with the last fiscal year at 79% (vs. 81% last year).
- The Public Works Department overtime expense as of 4/30/25 was \$162,403 compared to \$77,022 last year due to damage caused by several rainstorms. Overtime was also incurred for staff to provide supervision and traffic control for the road overlay program as well as coverage for the Celebrate the Valley event at Salmon Brook Park. DPW overtime is expected to be about \$57K over budget at the end of the year assuming there are no emergencies which require overtime in the remaining months of the year.
- The Police Department overtime expense as of 4/30/25 was \$145,550 compared to \$170,925 last year due to the lockdowns at the high school, officer training, school traffic assistance, community policing as well as shift coverage for PTO and injury lost time. The overage in this account is expected to be about the same as last year and will be covered with savings realized from an open position.
- It was noted that many departments show deficits because increases for FY25 salaries/wages were budgeted in contingency department since the union contracts were still in negotiations last March.

3. CONSIDERATION OF BUDGET AMENDMENT FOR CT FAIR PLAN GRANT

In April 2025, the Fire Marshal's office received a \$500 grant from the Connecticut Fair Plan Anti-Arson Committee to purchase a waterproof digital camera for fire investigations. The grant will increase revenue and expenditure line items in the General Fund and therefore, a budget amendment is required according to section 10-6 (e) of the Town Charter.

The Board of Selectmen commented favorably upon this request at its May 19, 2025, meeting.

ON A MOTION by J. Tsaptsinos, seconded by K. Hobson, the Board voted (5-0-0) to approve a budget amendment to increase the Misc. Revenue and Grant Expense line items by \$500 in the fiscal year 2024-25 adopted general fund budget for the purchase of a waterproof camera.

4. PRELIMINARY GENERAL FUND YEAR-END ESTIMATE FOR THE FISCAL YEAR

Director of Finance Kimi Cheng presented the preliminary general fund year-end estimate for the fiscal year 2024-25.

Undesignated General Fund Balance as of June 30, 2024	\$ 6,901,358
Results of FY25 Operations Total	<u>4,285,000</u>
Estimated Undesignated General Fund Balance as of June 30, 2025	\$11,186,358

Less Appropriation to 2025-26 Budget (2,185,000)

Estimated Undesignated General Fund Balance as of July 1, 2025 \$ 9,001,358

5. CONSIDERATION OF TRANSFER OF FUNDS FROM BOE GENERAL FUND TO CAPITAL EQUIPMENT/IMPROVEMENT FUND

The Board of Education is anticipating a surplus of approximately \$650,000 from its general fund budget due in large part to a \$250,000 savings on the transportation contract as well as a reduction in outplacement tuition and transportation. The Board of Education recommends transferring the surplus (not to exceed \$650,000) to the Capital Equipment/Improvement Fund to support the following projects:

\$100,000 BOE Central Office Building Roof Replacement

\$130,000 Replacement of Granby Memorial High School Gymnasium Bleachers

\$420,000 BOE Safety and Security Initiatives

The Board of Selectmen will comment on this transfer at its June 2, 2025, meeting.

ON A MOTION by K. Hobson, seconded by W. Kennedy, the Board voted (5-0-0) to authorize a transfer not to exceed \$650,000 from the General Fund Board of Education line item to the Building Maintenance and Improvement line item in the Capital Equipment/Improvement Fund, which is subject to approval by the Board of Selectmen at its June 2, 2025, meeting.

6. CONFIRM DATE OF NEXT MEETING

The next regular meeting of the Board of Finance scheduled for Tuesday, June 17, 2025, will be canceled unless anything needs to come before the board.

The July meeting is scheduled for Monday, July 28, 2025, in the Town Hall Meeting Room.

7. ADJOURNMENT:

ON A MOTION by J. Tsaptsinos, seconded by W. Kennedy, the Board voted (5-0-0) to adjourn the meeting at 8:21 p.m.

Respectfully submitted,



Betsy Mazzotta
Recording Secretary

GRANBY PUBLIC SCHOOLS
BUSINESS OFFICE

**15-B North Granby Road
Granby, CT 06035
(860) 844-5253**

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools
From: Nickie Stevenson, Director of Finance & Operations
Re: June 2025 Budget Expense Report
Date: July 23, 2025

Please find attached the FY 2025 year-end budget expense report, reflecting transactions through June 30, 2025, and current as of July 22, 2025.

Personnel and Program Accounts

As noted in the May 2025 report, the Board of Education realized significant savings this year, primarily within the special education accounts. As of July 22nd, the remaining balance stands at approximately \$937,000.

In accordance with prior agreements with the Board of Finance and Board of Selectmen, \$650,000 of these savings will be allocated toward the completion of BOE small capital projects. These include the central office roof replacement, high school main gym bleachers, and safety and security initiatives.

We are pleased to report that the central office roof project has been completed under budget, with total costs coming in at approximately 50% of the original \$100,000 estimate. As a result, we hope the remaining \$50,000 may remain in the BOE small capital fund to support upcoming safety and security projects.

At the first BOE meeting in September, administration will recommend that \$130,000 of the current remaining \$287,000 be deposited into the BOE Non-Lapsing Education Fund, with the remaining \$157,000 returned to the Town's general fund. Please note this remaining amount is still subject to change.

Quality and Diversity Fund (Q&D)

The ending balance of the Q&D Fund is \$212,842, representing a strong position as we enter the new fiscal year.

BOE Reimbursements to the Town

Total reimbursements to the Town for FY2025 amounted to \$2,339,771, which is \$153,380 less than originally budgeted.

PROGRAM ACCOUNTS
Granby Board of Education FY 2025
June 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	\$90,245	\$82,391	\$82,391	\$0	\$0	100.0%
02	Conference & Travel	\$58,094	\$41,043	\$41,043	\$0	\$0	100.0%
03	Dues and Fees	\$38,738	\$34,545	\$34,545	\$0	\$0	100.0%
04	Equipment/Furniture	\$8,500	\$220,191	\$220,191	\$0	\$0	100.0%
05	Legal Services/Insurance	\$140,460	\$148,388	\$148,388	\$0	\$0	100.0%
06	Library/Media	\$57,368	\$55,956	\$55,956	\$0	\$0	100.0%
07	Purchased Services	\$1,114,702	\$1,129,312	\$1,129,312	\$0	\$0	100.0%
08	Repairs & Maintenance	\$539,517	\$589,316	\$589,316	\$0	\$0	100.0%
09	Software	\$443,364	\$401,896	\$401,896	\$0	\$0	100.0%
10	Special Education	\$4,394,816	\$3,725,576	\$3,720,764	\$4,812	\$0	100.0%
11	Student Activities/Athletics	\$398,001	\$337,635	\$335,085	\$2,550	\$0	100.0%
12	Supplies	\$548,582	\$508,078	\$508,078	\$0	\$0	100.0%
13	Textbooks	\$119,698	\$226,872	\$226,872	\$0	\$0	100.0%
14	Transportation	\$1,168,747	\$1,181,749	\$1,181,399	\$350	\$0	100.0%
15	Tuition	\$10,967	\$11,317	\$11,317	\$0	\$0	100.0%
16	Utilities	\$851,590	\$786,314	\$786,314	\$0	\$0	100.0%
17	Unallocated Appropriation	\$0	\$502,808	\$0	\$0	\$502,808	
Program		\$9,983,388	\$9,983,388	\$9,472,868	\$7,712	\$502,808	95.0%

PERSONNEL ACCOUNTS
Granby Board of Education FY 2025
June 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	\$1,651,319	\$1,662,259	\$1,662,259	\$0	\$0	100.0%
19	Central Office	\$557,043	\$573,155	\$573,155	\$0	\$0	100.0%
20	Certified Staff	\$11,638,907	\$11,536,707	\$11,536,707	\$0	\$0	100.0%
21	Custodial and Maintenance	\$1,481,279	\$1,504,669	\$1,504,669	\$0	\$0	100.0%
22	School Secretaries	\$715,648	\$710,589	\$710,589	\$0	\$0	100.0%
23	Special Education	\$4,452,429	\$4,183,716	\$4,183,716	\$0	\$0	100.0%
24	Student Activities/Athletics	\$545,575	\$508,028	\$508,028	\$0	\$0	100.0%
25	Teaching Assistants	\$327,901	\$384,936	\$384,936	\$0	\$0	100.0%
26	Technology Support Services	\$357,910	\$301,200	\$301,200	\$0	\$0	100.0%
27	Tutors	\$41,720	\$25,769	\$25,769	\$0	\$0	100.0%
28	Employee Benefits	\$6,365,402	\$6,309,942	\$6,309,942	\$0	\$0	100.0%
29	Unallocated Appropriation	\$0	\$434,162	\$0	\$0	\$434,162	
Personnel		\$28,135,133	\$28,135,133	\$27,700,971	\$0	\$434,162	98.5%
100 General Fund		\$38,118,521	\$38,118,521	\$37,173,839	\$7,712	\$936,970	97.5%

SPECIAL EDUCATION ACCOUNT DETAIL

Granby Board of Education FY 2025

June 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Administrative/Certified	\$2,281,664	\$2,117,365	\$2,117,365	\$0	\$0	100.0%
02	Secretaries	\$102,667	\$106,818	\$106,818	\$0	\$0	100.0%
03	Support Services	\$497,291	\$483,067	\$483,067	\$0	\$0	100.0%
04	Teaching Assistants	\$1,528,934	\$1,423,154	\$1,423,154	\$0	\$0	100.0%
05	Tutors	\$41,873	\$53,312	\$53,312	\$0	\$0	100.0%
	TOTAL PERSONNEL	\$4,452,429	\$4,183,716	\$4,183,716	\$0	\$0	100.0%
06	Communications	\$100	\$72	\$72	\$0	\$0	100.0%
07	Conference & Travel	\$14,125	\$5,954	\$5,954	\$0	\$0	100.0%
08	Dues and Fees	\$2,250	\$688	\$688	\$0	\$0	100.0%
09	Equipment/Furniture	\$0	\$14,176	\$14,176	\$0	\$0	100.0%
10	Legal Services	\$27,500	\$21,556	\$21,556	\$0	\$0	100.0%
11	Purchased Services	\$153,375	\$220,446	\$217,946	\$2,500	\$0	100.0%
12	Software	\$9,310	\$8,508	\$8,508	\$0	\$0	100.0%
13	Supplies	\$37,550	\$39,199	\$39,199	\$0	\$0	100.0%
14	Transportation	\$1,388,936	\$890,245	\$889,977	\$268	\$0	100.0%
15	Tuition	\$2,761,670	\$2,524,732	\$2,522,688	\$2,045	\$0	100.0%
	TOTAL PROGRAM	\$4,394,816	\$3,725,576	\$3,720,764	\$4,812	\$0	
	OVERALL TOTAL	\$8,847,244	\$7,909,292	\$7,904,480	\$4,812	\$0	100.0%

SUPPLEMENTAL INFORMATION

Granby Board of Education FY 2025

June 2025 Budget Expense Report

REVENUE TO TOWN SUMMARY REIMBURSEMENTS FOR BOE EXPENDITURES

Description	Budget	Anticipated	Received To Date	Difference (Received minus Anticipated)
Regular Education Tuition*	\$678,674	\$757,844	\$757,844	\$0
Special Education Tuition*	\$605,191	\$871,215	\$871,215	\$0
B.E.A.R. Transition Academy Tuition*	\$0	\$77,033	\$77,033	\$0
Excess Cost Grant	\$1,167,286	\$579,471	\$579,471	\$0
Pay for Participation	\$42,000	\$54,207	\$54,207	\$0
Totals	\$2,493,151	\$2,339,771	\$2,339,771	\$0

*From Other Towns

QUALITY AND DIVERSITY FUND (Q&D)

Description	Budget	YTD	Difference (YTD vs. Budget)
Opening Balance	\$95,335	-	-
Expenses	\$1,069,766	\$869,251	\$200,515
Revenue	\$1,028,144	\$986,758	-\$41,386
Ending Balance	\$53,713	\$212,842	\$159,129

PROGRAM ACCOUNTS
Granby Board of Education FY 2025
Yearend Transfers

Row #	Description	Original Budget (Appropriation)	Adjusted Budget (Expended)	Transfers (Expended - Original)*
01	Communications	\$90,245	\$82,391	-\$7,854
02	Conference & Travel	\$58,094	\$41,043	-\$17,051
03	Dues and Fees	\$38,738	\$34,545	-\$4,193
04	Equipment/Furniture	\$8,500	\$220,191	\$211,691
05	Legal Services/Insurance	\$140,460	\$148,388	\$7,928
06	Library/Media	\$57,368	\$55,956	-\$1,412
07	Purchased Services	\$1,114,702	\$1,129,312	\$14,610
08	Repairs & Maintenance	\$539,517	\$589,316	\$49,799
09	Software	\$443,364	\$401,896	-\$41,468
10	Special Education	\$4,394,816	\$3,725,576	-\$669,240
11	Student Activities/Athletics	\$398,001	\$337,635	-\$60,365
12	Supplies	\$548,582	\$508,078	-\$40,504
13	Textbooks	\$119,698	\$226,872	\$107,174
14	Transportation	\$1,168,747	\$1,181,749	\$13,002
15	Tuition	\$10,967	\$11,317	\$350
16	Utilities	\$851,590	\$786,314	-\$65,276
17	Unallocated Appropriation	\$0	\$502,808	-\$502,808
Program		\$9,983,388	\$9,983,388	\$0

Negative Transfer # Signifies Excess; Funds Transferred Out of the Account

Positive Transfer # Signifies a Deficit; Funds Transferred Into the Account

PERSONNEL ACCOUNTS
Granby Board of Education FY 2025
Yearend Transfers

Row #	Description	Original Budget (Appropriation)	Adjusted Budget (Expended)	Transfers (Adjusted - Original)*
18	Administration	\$1,651,319	\$1,662,259	\$10,940
19	Central Office	\$557,043	\$573,155	\$16,112
20	Certified Staff	\$11,638,907	\$11,536,707	-\$102,200
21	Custodial and Maintenance	\$1,481,279	\$1,504,669	\$23,390
22	School Secretaries	\$715,648	\$710,589	-\$5,059
23	Special Education	\$4,452,429	\$4,183,716	-\$268,713
24	Student Activities/Athletics	\$545,575	\$508,028	-\$37,547
25	Teaching Assistants	\$327,901	\$384,936	\$57,035
26	Technology Support Services	\$357,910	\$301,200	-\$56,710
27	Tutors	\$41,720	\$25,769	-\$15,951
28	Employee Benefits	\$6,365,402	\$6,309,942	-\$55,460
29	Unallocated Appropriation	\$0	\$434,162	-\$434,162
Personnel		\$28,135,133	\$28,135,133	\$0
100 General Fund		\$38,118,521	\$38,118,521	\$0

Negative Transfer # Signifies Excess; Funds Transferred Out of the Account

Positive Transfer # Signifies a Deficit; Funds Transferred Into the Account

Unexpended BOE GF Funds	\$936,969.90 *
Transfer BOE Small Capital \$	(650,000.00)
Non-Lapsing Education Fund Deposit \$	(130,000.00)
Funds Returned to Town GF \$	(156,969.90)
Remaining BOE GF 2024-2025	\$ -

*Subject to change; amount as of 7/22/25



TOWN OF GRANBY

MEMORANDUM

DATE: July 22, 2025

TO: The Granby Board of Selectmen and Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: Consideration of Budget Amendment for Interfund Loans

Background

On May 1, 2023, the Board of Selectmen approved an advanced interfund loan for the FY23 capital equipment purchases in the amount of \$669,000, and on May 22, 2023, the Board of Finance approved it.

On June 17, 2024, the Board of Selectmen approved another advanced interfund loan, but for the FY24 capital equipment purchases in the amount of \$426,000, and on July 22, 2024, the Board of Finance approved it. For both interfund loans, the Capital Equipment/Improvement Fund has to repay the General Fund the principal and interest yearly until the loan is paid off.

For the FY26 adopted budget, the staff inadvertently budgeted these two interfund loans in the general fund when we tried to move all existing loans into the general fund for the purposes of transparency and easily identify the actual capital purchases in the Capital Equipment/Improvement Fund for the fiscal year.

Next Steps

Staff is requesting the approvals of the following budget amendments to reallocate the interfund loans from the General Fund to the Capital Equipment/Improvement Fund for the fiscal year 2025-26 adopted budget.

PROPOSED MOTION for the 7/28/25 BOF meeting:

I move that the Board of Finance approves the budget amendments for the two interfund loans with the accounts indicated in the table below for the fiscal year 2025-26 adopted general fund and capital equipment/improvement fund budget.

<u>Budget Amendment (Dec. In Exp):</u>	<u>Budget Amendment (Inc. In Exp):</u>	<u>Amount</u>
001.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	237.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	\$86,391
001.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	237.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	\$24,053
001.60.60.6001.65534 2022-23 DUMPBODY/SANDER (INTERFUND LOAN)	237.60.60.6001.65534 2022-23 DUMPBODY/SANDER (INTERFUND LOAN)	\$7,595
001.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	\$47,851
001.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTEFUND LOAN)	237.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTEFUND LOAN)	\$39,919
001.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBER/TRAILER (INTERLOAN)	237.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBER/TRAILER (INTERLOAN)	\$16,020
001.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	\$49,701

PROPOSED MOTION for the 8/4/25 BOS meeting:

I move that the Board of Selectmen approves the budget amendments for the two interfund loans with the accounts indicated in the table above for the fiscal year 2025-26 adopted general fund and capital equipment/improvement fund budget.

Enclosure: Appropriation #2026-003

TOWN OF GRANBY

The following information is required prior to the approval of any Board of Finance Appropriation or Transfer:

[illegible]Date of Request: July 28, 2025

Fiscal Year: 2025-26

Amount of Request: \$271,530

Purpose of Request (Explain briefly or attach narrative):

To move interfund loan accounts from the general fund budget to the small-cap fund budget.

<u>Budget Amendment (Dec. In Exp):</u>	<u>Budget Amendment (Inc. In Exp):</u>	<u>Amount</u>
001.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	237.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	\$86,391
001.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	237.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	\$24,053
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001.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	\$49,701

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

Town Manager/Date

Date of Board of Selectmen Comment Action: August 4, 2025 Approved: YES NO

Date of Board of Finance Resolution Action: July 28, 2025 Approved: YES NO



TOWN OF GRANBY

MEMORANDUM

DATE: July 22, 2025

TO: The Granby Board of Selectmen and Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: Consideration of Budget Amendment for Greater Together Community Funds Grant

Background

In March 2025, staff submitted a grant application in the amount of \$3,000 to the Greater Together Community Fund provided by the Hartford Foundation for Public Giving for the smoke alarm program, which will be administered by the Fire Marshal's office. In May 2025, the grant application was approved by the committee, and a check in the amount of \$3,000 was received and recorded in the general fund.

Next Steps

Since the grant will increase revenue and expenditure line items in the General Fund, which were not budgeted in the FY26 adopted budget, a budget amendment is required according to the Town Charter.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request for the board's approval.

PROPOSED MOTION for the 7/28/25 BOF meeting:

I move that the Board of Finance approves a budget amendment to increase Misc. Revenue and Grant Expense line items by \$3,000 in the fiscal year 2025-26 adopted general fund budget for the smoke alarm program.

PROPOSED MOTION for the 8/4/25 BOS meeting:

I move that the Board of Selectmen approves a budget amendment to increase Misc. Revenue and Grant Expense line items by \$3,000 in the fiscal year 2025-26 adopted general fund budget for the smoke alarm program.

Enclosure: Appropriation #2026-004

TOWN OF GRANBY

The following information is required prior to the approval of any Board of Finance Appropriation or Transfer:

Type of Action Requested (Check One): Additional Appropriation _____
 Transfer of Funds _____
 Budget Amendment X

Date of Request: July 28, 2025

Fiscal Year: 2025-26

Amount of Request: \$3,000

Purpose of Request (Explain briefly or attach narrative):

To support smoke alarm program.

<u>Budget Amendment (Inc. In Revenue):</u>	<u>Budget Amendment (Inc. In Expenditure):</u>
001.04.11.0000.46038 Misc. Revenue \$3,000.00	001.10.10.1011.52656 Grant Expense \$3,000.00

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

Town Manager/Date

Date of Board of Selectmen Comment Action: August 4, 2025 Approved: YES NO

Date of Board of Finance Resolution Action: July 28, 2025 Approved: YES NO

cc: Director of Finance & Town Treasurer



TOWN OF GRANBY

MEMORANDUM

DATE: July 22, 2025

TO: The Granby Board of Selectmen and Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: Fiscal Year 2024-25 Transfer of Accounts

Background

At the end of each fiscal year, funds need to be transferred between departments to cover over-budget conditions in specific departments for audit purposes.

We are recommending the following transfers for the fiscal year 2024-25:

Transfer From		Transfer To		Comment
Contingency-Payroll Regular	\$136,600	Legal Services	\$52,300	To cover legal fees (Sherwood \$22K; UKS \$48K)
Contingency-Payroll Temp/PT	\$6,000	Town Clerk-Payroll OT	\$2,500	Didn't budget OT. For the new Town Clerk to catch up on work
Contingency-Misc. Expense	\$51,400	Contri to Simsbury Probate	\$300	Didn't budget enough
Kearns and Misc.	\$13,900	Rev Coll-Payroll Regular	\$5,000	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept.
Life Insurance	\$6,500	Rev Coll-Temp/PT	\$3,800	Hired a new employee to cover the retirement transition
FICA & Medicare	\$8,800	Rev Coll-Postage	\$2,000	To cover postage for MVS and tax bills
Incentive Plan	\$7,900	Prop Assessment-Payroll Regular	\$8,600	One-time stipend pay and the union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Election-PR Temp/PT	\$8,200	Comm Deve-Payroll Regular	\$4,000	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Annual & NE Conf	\$3,500	HR-Prof Services	\$1,500	To cover the unemployment claims \$19.1K
Building-Software App	\$14,200	IT-Temp/PT	\$5,100	Budgeted 20 hours/week, but worked 30 hours/week
SC.-Temp/PT	\$36,000	IT-Contri to BOE for IT Serv	\$6,500	Discrepancy in 3% increase interpretation based on the IT MOU
Admin-Prof Deve	\$1,500	Building-Payroll Regular	\$3,800	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Admin-Copy Machine Rental	\$5,000	CMED & EMED Prog	\$300	Didn't budget enough
		PD-Payroll OT	\$85,000	Due to school lockdowns, recertification trainings, school traffic assistance, and shift coverage
		DPW-Payroll OT	\$49,500	Rainstorms in the summer; Snow seasons started in Dec.; Reorganization increased the hourly rates, and the department manager went over 40hrs./wk.
		Planning & Engineering Services	\$2,400	To cover Clark Engineering service fees
		IWWC Consultant	\$6,000	To cover IWWC consultant fees
		Lib.-Payroll Regular	\$16,900	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept

		Lib.-Temp/PT	\$5,200	Didn't budget enough for the pay increase
		Lib.-Payroll OT	\$300	Didn't budget
		SC.-Payroll Regular	\$38,500	Pay increase for the reorganization; and the union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Total:	\$299,500	Total:	\$299,500	

The Boards approved the transfers of \$200,000 in July 2023 and \$70,000 in August 2024 to the Wage Settlement/Sev account for anticipated retirements in the fiscal year 2025. As of June 30, 2025, the account has a balance of \$130,673.84. We recommend keeping the balance in the account and transferring additional funds to the wage settlement account due to two known retirements and other potential retirements in the fiscal year 2025-26. Here is the table for this transfer:

Transfer From		Transfer To	
Payroll Regular - Admin	\$13,400	Wage Settlement/Sev	\$34,000
Pension & MissionSquare	\$20,600		
Total:	\$34,000	Total:	\$34,000

In addition, due to the significant increase in the forecast of the 10-yr Capital Equipment/Improvement Fund budget, a transfer of \$300,000 from the fiscal year 2025 general fund surplus to the Capital Equipment/Improvement Fund is recommended.

Transfer From		Transfer To	
KEARNS AND MISC.	\$15,800	PAYMENT FROM GENERAL FUND (SMALL CAP FUND)	\$300,000
BUSINESS PACKAGE	\$48,400		
WORKMEN'S COMPENSATION	\$14,400		
DPW-PAYROLL REGULAR	\$61,200		
ROAD CONSTRUCTION MATERIALS	\$3,500		
DIESEL FUEL	\$3,000		
FUEL OIL	\$11,000		
ROAD MAINTENANCE CONTRACTS	\$5,000		
TOWN/SCHOOL TIPPING FEE	\$9,000		
MID-CT TIPPING FEE	\$24,800		
P&R-PAYROLL REGULAR	\$103,900		
Total:	\$300,000	Total:	\$300,000

Lastly, we budgeted \$4.6 million to fund the Emergency Communication project in the FY25 budget, which was adopted in April 2024. Since we were awarded an Urban Grant in the amount of \$2 million from the State Municipal Grant Program, which will be managed by the Department of Emergency Services and Public Protection (DESPP). Staff recommends transferring \$300,000 from the general fund to the Emergency Communication Fund to cover the potential overage on the project.

Transfer From		Transfer To	
TRANSFER TO EMERGENCY COMMUNICATION FUND (Curr BAL of \$2.0M)	\$300,000	PAYMENT FROM GEN'L (EMER. COMM. FUND)	\$300,000

Pursuant to section 10-6(e) of the Granby Town Charter, the Board of Selectmen and the Board of Finance approvals are required.

PROPOSED MOTION for the 7/28/25 BOF meeting:

I move that the Board of Finance authorizes the transfer of accounts as listed in the above tables.

PROPOSED MOTION for the 8/4/25 BOS meeting:

I move that the Board of Selectmen authorizes the transfer of accounts as listed in the above tables.

	001.40.40.4001.51404 Payroll Overtime \$300 001.40.40.4003.51401 Payroll Regular \$38,500
001.10.10.1011.52441 Kearn and Misc. \$15,800 001.10.10.1023.54497 Business Package \$48,400 001.10.10.1023.54498 Workmen's Comp \$14,400 001.30.30.3003.51401 Payroll Regular \$61,200 001.30.30.3003.52613 Road Construction Materials \$3,500 001.30.30.3003.52624 Diesel Fuel \$3,000 001.30.30.3003.52630 Fuel Oil \$11,000 001.30.30.3003.54448 Road Maint. Contract \$5,000 001.30.30.3003.54559 Town/School Tipping Fees \$9,000 001.30.30.3003.54605 Mid-CT Tipping Fee \$24,800 001.40.40.4005.51401 Payroll Regular \$103,900	001.60.60.6001.53707 Transfer to Cap. Equip./Impvt. Fund
<u>Transfer From:</u>	<u>Transfer To:</u>
001.60.60.6001.53707 Transfer to Cap. Equip./Impvt. Fund \$300,000	237.09.99.0000.49400 Payment from General Fund \$300,000
001.10.10.1005.51810 Pension & MissionSquare \$20,600 001.10.10.1001.51401 PR Regular \$13,400	001.00.00.0000.22390 Wage Settlement/Severance \$34,000
001.60.60.6001.53709 Transfer to Emer. Comm. Fund \$300,000	380.09.99.0000.49400 Payment from General Fund \$300,000

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

Town Manager/Date

Date of Board of Selectmen Comment Action: August 4, 2025 Approved: YES ____ NO ____

Date of Board of Finance Resolution Action: July 28, 2025 Approved: YES ____ NO ____

**TOWN OF GRANBY
PRELIMINARY SURPLUS AND FUND BALANCE ANALYSIS
PRELIMINARY ESTIMATE FOR 6/30/25**

General Fund Balance @ June 30, 2024	\$14,993,708	
Less - FB Nonspendable FY 2022-23 Advanced Loan	(550,597)	
Less - FB Nonspendable FY 2023-24 Advanced Loan	(471,000)	
Less - FB Designated for Encumbrances	(285,753)	
Less - FB Designated for FY 2024-25 Budget	(6,785,000)	
Undesignated Fund Balance @ June 30, 2024	6,901,358	
Less Additional Appropriations - FY25		
Board of Selectman - to CNEF		
Board of Education - to small cap		
Add'l. Approp. Total	0	
Less – FY 2024-25 Advanced Loan	0	
Sub-Total	\$6,901,358	
Est'd. Favorable (Unfavorable) Results of FY25 Operations		
Expenditures:		
Bd. of Selectmen Expenditures	50,000	
Bd. of Education Expenditures	157,000	
Xfer to Emergency Communication Fund Saving	1,700,000	
	1,907,000	
Revenues:		
Current Taxes	830,000	
Prior Years Taxes	30,000	
Interest and Liens	52,000	
Auto Supplement	102,400	
Education Grants	(197,100)	
Municipal State Grants	31,300	
Local Revenues	1,092,000	
	1,940,600	
Results of FY25 Operations Total	3,847,600	
Estimated Undesignated General Fund Balance @ June 30, 2025	\$10,748,958	18.58%
Appropriation to 2025-26 Budget	(2,185,000)	
Estimated Undesignated General Fund Balance @ July 1, 2025	\$8,563,958	14.80%

Agency Budgets FY26

Town Budget	18,445,571
Board of Education Budget	<u>39,418,142</u>
Total Town	57,863,713
Fund Balance at 5%:	2,893,186
at 10%:	5,786,371
at 15%:	8,679,557